

Course Number: Medical Terminology, HLTH 101C-ES (CRN: 12094)
Hours: Lecture - 3.0 Credits - 3.0
Prerequisite(s):
Term: Fall 2021, August 30,2021 to December 17, 2021
Faculty: Susan Krenzien, MS
Faculty Accessibility: Appt available upon request either by phone or via Zoom
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Course Description

A course designed to promote an understanding of the proper use, spelling, pronunciation, and meaning of medical terms. This course emphasizes learner participation through group activities and reading assignments.

Basic anatomy and physiology and common pathology of the body systems will also be discussed. Designed for people working in the health care environment.

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Learning Outcomes

Educated Person Statement of Philosophy

Upon completion of this course, students will:

- Describe the fundamental structures and functions of the body's organ systems.
- Explain the construction of medical terms including prefixes, suffixes, root words, and combined forms.
- Define, identify, pronounce, and spell terminology related to the field of medicine.
- Apply medical terminology terms, phrases, and abbreviations utilized in medical reports.
- Use medical references and other resources to research medical terminology.

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Course Materials and Resources

Textbooks, Required:

Davi-Ellen Chabner The Language of Medicine, 12th Edition, WB Saunders Company, St. Louis, MO (ISBN numbers may vary)

Both the Course Text and a password for access to the modules on Canvas are required – It is important to tell the bookstore that your purchase needs to include the text and access code combination package.

Software, Required:

Access code required to obtain materials comes with the bundled textbook through the NHTI bookstore.

Materials, suggested as useful reference but not required:

Medical Dictionary of your choice:

- Dorland, Taber, and Stedman are all excellent dictionaries.
- Websites with free searchable medical dictionaries are listed on Canvas.

Drug Reference of your choice:

- The Quick Look Drug Book
- Merck Manual (Link to the free online searchable version of this publication on Canvas)
- Websites with free drug search information are also listed on Canvas.

Resources, suggested but not required:

Quick Study Guide

- Medical Terminology & Abbreviations – Quick Study Easel – ISBN-13 978 142322304-7
- Medical Terminology – The Basics – ISBN-13: 978-157222538-1


Textbooks, materials, and software are available online at [eFollet](#) unless specified by your instructor.

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Canvas Orientation

If this is your first-time using Canvas at CCSNH, please complete the [Canvas student orientation](#) to familiarize yourself with its navigation and use.

Available Technical Support

If you need help navigating this course, explore the Canvas [Student Guide](#). The Student Guide, Chat, and Phone offer helpful information and are always found by clicking on the help button on the  bottom-right of every page in Canvas.

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Instructional Approach

The course supports weekly lessons and is designed to utilize a variety of instructional methods, which include, but are not limited to:

- Online audio and visual lectures complimented by a student workbook
- Review exercises, including fill-in-the-blank questions, labeling activities, video exercises, game playing, and practice quizzes, and group activities
- Practical application with the incorporation of scenarios, medical cases, vignettes, and audio pronunciation exercises

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Assessment of Learning

Assignment/Assessment Descriptions

- Successful and timely completion of course assignments and activities – Evolve includes “gradable activities” with each case study – **These are NOT included in your grades. These are practice only.** Weekly timed exams (these are graded)
- Cumulative Final exam

Discussion Participation Expectation and Grading Rubric:

- Thoughtful participation in each discussion is expected.
- Initial response to the discussion must be original in thought and must be posted by **Tuesday, midnight. Any post copied and pasted from a site will receive a zero for the grade.**
- Students shall answer the discussion board question(s) in at least 3 complete sentences (unless otherwise directed in actual discussion board)
- Students must also read the posts of your classmates and comment on one or two other posts, adding to new discussion if possible. The maximum number of points will depend on the number of posts replied to.
- All medical terminology must be spelled correctly. **2 points deducted for each misspelled medical term.** All communication is to be professional. Students are not to use abbreviated words (unless it is a medical term) or text type letters to communicate on the discussion board. This includes faces and other non-professional symbols.

CRITERIA	EXCELLENT 100 Points	GOOD 90 points	FAIR 80 points	NOT EVIDENT 0 points
Initial Posting	Initial posting submitted by Tuesday 11:59 p.m.	Initial posting submitted on time (Wed. 11:59 p.m.)	Initial posting submitted late (after Wed)	No initial posting
Contribution	Exceeded number of postings required (more than 2)	Met number of postings required (2)	Minimum number of postings made (1)	Postings missing.
Substance	Postings consisted of 3 or more sentences. Discussion prompted responses from classmates when appropriate	Postings consisted of 3 or more sentences	Postings consisted of 1 to 2 sentences	One- or two-word answers
Spelling/Grammar and Format	No spelling or grammar errors.	One or two spelling or grammar errors. Uses proper terminology.	Minor spelling or grammar errors. Uses proper terminology.	Spelling and grammar mistakes make it difficult to understand. And/or terminology is misused.

Grading Criteria and Grade Calculation

Category	% Of Final Course Grade
18 Chapter Exams	60%
14 Discussions	15%
1 Cumulative Final Exam	25%
Total	100%

Grading Schema			
A	94-100	C	74-76
A-	90-93	C-	70-76
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	59-0

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Course Schedule

Weeks and Dates	Topics	Activities/Assignments	Assignment Due Dates
Module 1 & 2 /Week 1 8/29 - 9/4	Course Introduction Basic Word Structure Terms Pertaining to the Body as a Whole	Read Chapters 1 & 2 Exams 1 & 2 Discussion Board Item # 1 The Snowball Effect	Saturday 9/4
Module 3 & 4 / Week 2 9/5 - 9/11	Suffixes Prefixes	Read Chapters 3 & 4. Exams 3 & 4 Discussion Board Item # 2 Memory Connections	Saturday 9/11

Module 5 & 6 / Week 3 9/12 - 9/18	Digestive System – Terms and Abbreviations Additional Suffixes and Digestive System	Read Chapters 5 & 6 Exams 5 & 6 Discussion Board Item #3 A Look Inside	Saturday 9/18
Module 7 / Week 4 9/19 - 9/25	Urinary System	Read Chapter 7 Exam 7 Graded Survey Discussion Board Item # 4 I have a need....a need to pee	Saturday 9/25
Module 8 / Week 5 9/26 - 10/2	Female Reproductive System	Read Chapter 8 Exam 8 Discussion Board Item # 5 All Things Female	Saturday 10/2
Module 9/ Week 6 10/3 - 10/9	Male Reproductive System	Read Chapter 9 Exam 9 Discussion Board Item # 6 All Things Male	Saturday 10/9
Module 10/ Week 7 10/10 - 10/16	Nervous System	Read Chapter 10 Exam 10 Discussion Board Item # 7 On My Nerves	Saturday 10/16
Module 11/ Week 8 10/17 - 10/23	Cardiovascular System	Read Chapter 11 Exam 11 Discussion Board Item # 8 Affairs of the Heart	Saturday 10/23
Module 12/ Week 9 10/24 - 10/30	Respiratory System	Read Chapter 12 Exam 12 Discussion Board Item # 9 You Take My Breath Away	Saturday 10/30
Module 13 & 14 /Week 10 10/31 - 11/6	Blood System Lymphatic & Immune Systems	Read Chapters 13 & 14 Exams 13 & 14 Discussion Board Item # 10 Antibody Out There?	Saturday 11/6
Module 15 /Week 11 11/7 - 11/13	Musculoskeletal System	Read Chapters 13 & 14 Exams 13 & 14 Discussion Board Item # 11 Oh My Aching Bones	Saturday 11/13
Module 16 /Week 12 11/14 - 11/20	The Skin	Read Chapters 16 /Exams 16 Discussion Board Item # 12 Under my skin	Saturday 11/20
Week 13 11/21 - 11/27	HAPPY THANKSGIVING – WEEK OFF		
Module 17/Week 14 11/28 - 12/4	The Sense Organs	Read Chapter 17 Exam 17	Saturday 12/4

		Discussion Board Item # 13 Hear no evil / See no evil	
Module 18/Week 15 12/5 - 12/11	Endocrine System	Read Chapter 18 Exam 18 Discussion Board Item # 14 My Favorite Medical Term	Saturday 12/11
Module 19/Week 16 12/12 - 12/17	FINAL EXAM (Please see link on final exam guidelines)	Taken Online - Due no later than the end of Friday, December 17	

Note: This schedule is subject to reasonable modification by instructor in response to the needs of the class.

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Student Engagement Activities Extra Credit

There is more to college than just going to class, completing assignments, and getting good grades. A well-rounded student is someone who not only participates in the classroom, but outside of it as well.

NHTI will be offering many wonderful virtual events during the semester, and you will have the opportunity to attend as many as you like. **You will even be able to earn extra credit for doing so.**

The office of Student Life will send out email notifications promoting upcoming events with zoom links if needed. Keep an eye out for them.

Requirements:

- ALL weekly graded assignments **must be completed and on time** to earn extra credit points.
- You may attend as many events as you like; however, you will only be able to submit up to **5 entries**
- You will receive 2 points for every event submission (**up to 10 points**)
- For specific submission requirements, see the "Enrichment Extra Credit" module in CANVAS.

Student Engagement Team Schedule of Events

Fall 2021

AUGUST

30 th	8:30 a.m.	Coffee/Tea/Hot Cocoa Cart – Student Center
31 st	10 a.m. – 2:00 p.m.	Street Sign novelty

SEPTEMBER

1 st	6:00 p.m.	Bingo - Sweeney Auditorium
2 nd	11:00 a.m.	Ice Cream Social – Student Center
7 th	12:30 p.m.	September 11 th Remembrance Panel Event -Sweeney Auditorium
7 th	ANYTIME	Safe Space Program (offered by Alliance Club) – Online
10 th		Suicide Awareness Day
14 th	11a.m.-2p.m.	Convocation / Student Org BBQ & Club Fair – Gym and Quad
17 th	All day	Constitution Day- Student Center
22 nd	1:00 p.m.	Pope Memorial SPCA Yoga- Sweeney 218

OCTOBER

2 nd	TBD	Drum Circle & BBQ - Quad
6 th		Walk a mile in her shoes- Downtown Concord
9 th		NAMI Walk – Around campus
18 th - 21 st	TBD	Spirit Week- Various locations around campus

NOVEMBER

9 th	12:00 p.m.	Veterans Day Ceremony – Sweeney Auditorium
18 th	TBD	Friendsgiving – Chartwells

DECEMBER

6 th	10a.m.-2p.m.	Stress Relief Events
7 th	10a.m.-2p.m.	Stress Relief Events
8 th	10a.m.-2p.m.	Stress Relief Events
9 th	10a.m.-2p.m.	Stress Relief Events
10 th	10a.m.-2p.m.	Stress Relief Events

Course Notices

Faculty Email Response Time

I will respond to email messages within 24 hours during the week and 48 hours on weekends and holidays.

Posting of Grades

Grades will be posted by Tuesday of the week following the end of a module.

Attendance Policy

Credit for this course is based on the minimum number of planned contact hours it should take for students to satisfactorily complete each week's online lesson. Online attendance will be tracked by evidence of the completion of weekly exams corresponding to weekly lessons and due dates. **Failure to confer with the course instructor in advance regarding online course absences or online lapses in deadlines will translate into no credit for any missed work.** For other information on the college's attendance policy, please refer to that section outlined in the Student Handbook.

Late Assignment Policy

Communication is the key!! Unless otherwise arranged, no late work will be accepted. Late work will receive a grade of zero (**exception: see discussion board grading**).

Students can submit late work **only** when arranged with the instructor **before, or on**, the day that the item is due.

Make-up assignments or exams should be completed within one week of the original due date unless alternate arrangements have been made. Make-ups will not be permitted beyond the time of the final exam.

Computer Crashes and Printer Mishaps:

Technology is great when it works. Sometimes it does not. Plan your time well so that you are not faced with such a problem the night before something is due. Assignments may be submitted early or ahead of schedule. **This is not a valid reason for missing an assignment deadline for an online class.**

This policy is not intended to be unforgiving, but an assurance that new concepts and skills build on previously learned concepts and skills and ensures fairness to all students.

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Academic Affairs Notices

Students are responsible for reading the [Academic Affairs Notices](#). These are the same for each course at NHTI and are updated each semester.